

City of Richardson  
Management Outline  
Filling Vacant Positions

This management outline describes the process to be used by City of Richardson supervisors to fill vacant positions within the organization.

**Vacancy Identification**

Supervisors should notify the department head when a vacancy occurs. He/she should verify that the department budget is adequate to fill the position, and review the job description to verify that it is still an accurate reflection of the duties and requirements of the job.

The supervisor and/or the Department Head should notify the Human Resources Department of the department's desire to fill the vacancy by sending a completed Job Requisition Form to H.R. (see attachment A). Those Job Requisition Forms received by 9:00 AM on Friday will be posted the following Monday.

If the vacant position has never before been funded, or if the vacant position is being upgraded (new job description and/or pay range), the Job Requisition Form will need to be approved by the appropriate CM/DCM/ACM in the City Manager's Office as it will result in non-budgeted expenditures.

**Vacancy Announcement**

**First Week of Posting**

Human Resources will add the vacant position to the job vacancy posting. The listing of vacant positions will be distributed each Monday and posted on the City websites as appropriate. If the position has a Civil Service competitive classification (see Civil Service Rule IX, Section 44 c), it will be placed in sign-up status for 5 business days. Civil Service employees who desire to promote into the position, and have been in their present position for at least six months, will be allowed the opportunity to sign a Civil Service register. At the end of the first week of posting the Civil Service register will be sent the department interviewer. The interviewer should:

- (1) examine the employee's attendance records and last two efficiency reports,
- (2) interview each internal applicant who satisfies the minimum qualifications, and
- (3) contact the Human Resources Department if unsure of any part of this process.

Once the interviewer has interviewed each candidate who expresses interest by signing up on the Civil Service Register, he/she should:

- (4) Complete the reverse side of the Civil Service Register with the reasons for each candidate who was not chosen for the position. Have it signed by the department head and return it to the Human Resources Department. Human Resources will send a notice to those candidates who are unsuccessful, indicating why they were not chosen for the position.

#### First Week of Posting (cont'd.)

(5) If multiple candidates are eligible, a testing procedure should be determined. The department should arrange for a test to be given by the Human Resources Department, if testing is necessary to determine who is the most qualified candidate, and/or arrange an oral review board.

#### **Second Week of Posting and Subsequent Weeks**

If no qualified candidate is found within the City, the position will be posted for applicants outside the City the week following internal sign-up. Non-Civil Service employees who desire to be considered for the job may be interviewed at this time (e.g., those in probationary status, non civil service employees, etc.). Human Resources will call the interviewer each week to determine strategies for advertising, etc., until the position is successfully filled.

#### **Pre-Employment Process**

Human Resources will review all applications (both those submitted on-line and in hard copy form) and eliminate those that do not meet the minimum qualifications specified in the job description. Only applications meeting the minimum qualifications will be sent to the interviewing department.

The department interviewer will review the applications and schedule interviews. In addition to the interviews, the hiring department may do reference checks, as appropriate. (If the applicant has indicated on the application he/she does not wish his current employer to be notified, that employer should not be contacted.)

**Department interviewers will restrict interviews and all other evaluation activities, including reference checks, to job-related information and/or activities.** Notes should be maintained on each individual interview. Those notes, along with the application sent from H.R. should be maintained in the interviewing department for two years. Be aware that notes may be considered open records; make notes of job-related information only – not on appearance, etc.

#### **Background Reference Checks**

Every effort should be made by the hiring department to determine the validity of the information the applicant has supplied the interviewer on his or her application. This includes calling former employers to inquire about past work habits, salary, etc. . (If the applicant has indicated on the application he/she does not wish his current employer to be notified, that employer should not be contacted.) It is very important that any inquiry be about work related matters only. Questions about an applicants personal life, habits, likes and dis likes, family status, number children, or other information about the applicant should never be asked, nor should those issues be considered in making hiring decisions. College degrees will be verified by Human Resources after the applicant has been hired.

#### **Nepotism**

Employment must be restricted when an applicant or current employee is related by blood (consanguinity) or marriage (affinity) to another City employee within the hiring department. (Civil Service Rule II, Section 7). This rule applies to kinsmanship. See chart attached. Employees may not be within the same line of supervision of/as another employee who is related within 2 degrees of affinity (marriage) or 3 degrees of consanguinity(blood) or where 2 employees cohabitate.

### **Drug Test and Conditional Job Offers**

Once the interviewer has determined the most qualified candidate, he/she should notify H.R. of his intention to send the candidate for a drug test. The interviewer may then contact the applicant and extend a **conditional** job offer. During this conversation the interviewer may discuss terms of the job, including salary, hours, benefits, etc. It is important that the applicant be aware that seven percent of his/her pretax pay dollars will be placed into a TMRS account. However, the applicant must understand that the offer is conditional upon successful results of the drug test. The interviewer may send the applicant for a drug test immediately. The applicant must be given a notice to present to the testing facility at the time he or she reports for the test (see attachment B). This notice advises the facility the reason the test is being requested by COR.

### **Final Job Offer**

When the Human Resources Department receives the results of the drug test, the hiring department will be notified that a firm job offer can be extended. No job offer may be finalized until the results of the drug test have been received in the H.R. Department.

The applicant should be told he/ she will need to produce proof of his/her right to work in the United States at the time they are placed on the payroll by the Human Resources Department. (See attachment C for a list of acceptable alternatives). All new employees will also need to bring their Social Security Card or the face page of their last I.R.S. return when reporting to H. R. to be put on the payroll.

### **Making the Applicant an Employee**

After the firm job offer has been made, the interviewer must fill out a Status Change Request Form (see sample attachment 2), and secure the Department Head's signature on the form. He/she should then send or carry the completed Status Change Request Form to the H.R. Department, and arrange with Human Resources an appointment time to put the applicant on the payroll as a new employee.